



STATE OF IDAHO
invites applications for the position of:

Custodian

SALARY: \$15.15 - \$19.70 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 08/04/21
CLOSING DATE: 08/17/21 11:59 PM
DESCRIPTION:

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, Idaho 83705-8112
Telephone: (208) 801-4273

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill vacancies within the same classification and position type.

ANNOUNCEMENT NUMBER:	21-66-N
AREA OF CONSIDERATION:	Open to all applicants
POSITION TITLE:	Custodian
PAY GRADE:	NGA-4
POSITION CONTROL NUMBER:	5144
CLASS CODE:	20224
SALARY RANGE:	\$15.15 to \$19.70 hourly (\$31,520 to \$40,974 annually)
FLSA CODE:	Covered
DUTY LOCATION:	Military Division, Idaho Air National Guard, 124 Civil Engineer Squadron, Gowen Field, Boise, ID
TYPE OF POSITION:	Civilian Nonclassified
COMPATIBLE MILITARY FIELD:	Not Applicable

JOB TITLE: CUSTODIAN
POSITION CONTROL NUMBER(S): 5132, 5134, 5135 & 5144
CLASS CODE NUMBER: 20224
SALARY GRADE: NGA-4

INTRODUCTION: This position is assigned to Base Civil Engineering (BCE), 124 Civil Engineer Squadron, Idaho Air National Guard (IDANG), functioning within the State of Idaho – Military Division. The primary purpose of this position is to provide custodial customer service. The work involves cleaning buildings, to include office areas and restrooms, stripping, waxing and buffing floors, and cleaning carpet areas.

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. Performs general cleaning for base facilities. Maintains hallway areas by cleaning and vacuuming carpets, mops and waxes tile floors, and picks up trash. Cleans hallway carpet by spot vacuuming, vacuuming the entire carpet, bonnet buffs carpet, spot cleans carpet and cleans entire carpet. Cleans hallway tile floors by waxing tile, spray buffs, dust mops, spot wet mop, wet mops entire floor, strips tile and buffs tile floors. Maintains hallway area by picking up trash, spot clean walls and light switches, and cleaning kick plate, water fountain, corner edges, mirrors, doors and glass.
2. Keeps stairways clean. Sweeps, mops, and scrubs stairway; dusts and picks up trash. Spot cleans walls. Cleans windbreak and stairway glass. Cleans floors, walls, doors, and checks for trash.
3. Performs daily cleaning of latrines and shower areas. Cleans latrines, floors, toilets, urinals, sinks, soap dispensers; restocks towels, toilet paper and soap. Cleans mirrors, shower rooms, and mops shower room floors and locker areas. Picks up and removes trash in showers and locker rooms.
4. Maintains approved offices, lobby areas, break rooms, general-purpose rooms, and conference rooms. Keeps approved rooms dusted, empties trash, windows and floors are cleaned and/or vacuumed. Coffee stations are cleaned and stocked, cabinets, tables, chairs and miscellaneous fixtures are clean and tidy.
5. Maintains assigned outside and dumpster areas by picking up trash and debris. Keeps all walkways, parking lots, lawn and exterior facilities free and clear of debris and trash. Makes sure surrounding dumpster areas are neat, clean and free of animals and pests.
6. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all Equal Employment Opportunity (EEO), Whistleblower Protection Program, security, and workplace safety practices, policies, and regulations at all times. Maintains a safe and drug/alcohol/weapon free workplace.
7. Performs other related duties and projects as necessary or assigned.

SUPERVISORY CONTROLS: Work is performed under general supervision. Incumbent operates with a high degree of independence and self-initiative. Works independently in the absence of supervision.

PERSONAL WORK CONTACTS: The incumbent's contacts are with building occupants, building managers, state, military and technician personnel of the Idaho National Guard, various activities, groups and dignitaries visiting Gowen Field. Establish and maintain effective relationships with those contacted in the course of the workday.

WORKING CONDITIONS / PHYSICAL EFFORT: Works inside and outside in all types of weather conditions. Stands on concrete floors for extended periods. Incumbent is exposed to custodial cleaning chemicals, dust, and noise. Hearing protection devices, face shields, aprons, rubber gloves and other safety equipment and devices are issued and must be worn when appropriate. Physical effort requires frequent lifting, positioning, and carrying of custodial supplies, tools, and equipment weighing up to 50 pounds. Work requires frequent bending, stooping, walking, climbing, and standing for extended periods.

FLSA Overtime Code: C (Covered; time and one-half)

EEOC: J09 (Service/Maintenance)

WCC: 9015

MARCH 2020

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS:

Mandatory Requirements (conditions of employment)

- Must have and maintain a valid and unrestricted state issued driver's license (from any state), and meet qualifications for a military driver's license.
- Must have, or be eligible to obtain, and maintain a favorable T1 Federal Background Investigation. If a selected candidate does not have a current favorable T1, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Knowledge, Skills and Abilities (KSAs)

Applicants must have 6-months of specialized experience related to the duties as specified below.

- Ability to operate the various types of equipment used in custodial work (for example, high-speed buffers and vacuum cleaners).
- Knowledge of standard cleaning techniques, application of germicidal and cleansers, characteristics of surfaces to be cleaned, and equipment needed.
- Knowledge of janitorial materials.
- Skill in commercial, industrial, and residential cleaning techniques.
- Knowledge of occupational hazards and standard safety practices for custodial work.
- Ability to interpret and follow instructions and specifications.

CONDITIONS OF EMPLOYMENT:

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the position description for the Mandatory Requirements for this position.
- c. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
Supervisory Human Resource
Specialist
Military Division – State Personnel
Branch

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email hrobypass@imd.idaho.gov to discuss alternative options.

Thank you for your interest in employment with the Idaho Military Division.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #21-66-N
CUSTODIAN
GD

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Custodian Supplemental Questionnaire

- * 1. Mandatory Requirement: Must have and maintain a valid and unrestricted state issued driver's license (from any state), and meet qualifications for a military driver's license.

Provide written response regarding your willingness and ability to meet this condition of employment.

- * 2. Mandatory Requirement: Must have, or be eligible to obtain, and maintain a favorable T1 Federal Background Investigation. If a selected candidate does not have a current favorable T1, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 3. KSA: **Ability to operate the various types of equipment used in custodial work (for example, high-speed buffers and vacuum cleaners).**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **6-month** requirement.

Response should be detailed and include specific examples of job duties performed, responsibilities, etc.

- * 4. KSA: **Knowledge of standard cleaning techniques, application of germicidal and cleansers, characteristics of surfaces to be cleaned, and equipment needed.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **6-month** requirement.
Response should be detailed and include specific examples of job duties performed, responsibilities, etc.

- * 5. KSA: **Knowledge of janitorial materials.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **6-month** requirement.
Response should be detailed and include specific examples of job duties performed, responsibilities, etc.

- * 6. KSA: **Skill in commercial, industrial, and residential cleaning techniques.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **6-month** requirement.
Response should be detailed and include specific examples of job duties performed, responsibilities, etc.

- * 7. KSA: **Knowledge of occupational hazards and standard safety practices for custodial work.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **6-month** requirement.
Response should be detailed and include specific examples of job duties performed, responsibilities, etc.

- * 8. KSA: **Ability to interpret and follow instructions and specifications.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **6-month** requirement.
Response should be detailed and include specific examples of job duties performed, responsibilities, etc.

- * 9. Unqualified or incomplete applicant packets will not be forwarded.
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

☐ Yes ☐ No

* 10. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

☐ Yes ☐ No

* Required Question